

**MINUTES OF THE SPECIAL MEETING OF THE TOWN OF
LAKE LURE ABC BOARD**

**TUESDAY, JANUARY 17, 2023
11:30 A.M.**

THIS MEETING WAS HELD AT LAKE LURE TOWN HALL.

Present: Richard Sayles, Chair
Linda Samarotto, Board Member
Esther Lusk, Board Member

Rhonda Cook, Accountant

Absent: Peter O'Leary, Board Member
Bob Cassano, Board Member

Trent McGuire, Store Co-Manager
Earl Russell, Store Co-Manager
Jim Proctor, Town Council Liaison

Others Present: Scott Doster, Town Council Liaison (Filling in)

I. CALL TO ORDER

Chair Richard Sayles called the meeting to order at 11:30 a.m.

II. AGENDA ADOPTION

Mrs. Linda Samarotto made a motion to adopt the agenda, as presented. Mrs. Esther Lusk seconded. All present board member voted in favor.

III. CONFLICT OF INTEREST STATEMENT

There were no conflict of interests.

IV. **CONSIDERATION FOR ACTION REGARDING MOVING THE ABC STORE TO A NEW LOCATION AND REVIEWING A DRAFT LEASE**

Chair Sayles explained that the purpose of the meeting is to discuss moving the ABC Store to the strip plaza. Commissioner Scott Doster explained that there was Council consensus to move the ABC Store and find a new use for the existing property. Commissioner Doster expanded that the strip plaza location was selected for the Store because it is the most available and plausible location. It was noted that the lease is proposed for five years, so other options may be available in the future.

Commissioner Doster expressed that it is important that the Board members understand roles including managing the operations of the ABC Store, finances, personnel, and Store location.

Commissioner Doster noted that the Board is required to have a finance officer, which is currently Ms. Rhonda Cook, and explained that he had asked Ms. Cook to attend each meeting to give a report. Commissioner Doster expressed that in that past, there was a lack of follow-up with the Board's former accountant. Commissioner Doster also expressed that he would like to see a finance report on each agenda. Mrs. Lusk recommended payment schedules, as well.

Board members discussed past issues and recent improvements.

Commissioner Doster noted importance of inventory and Board members agreed, noting a recently accurate inventory and an upcoming inventory. Ms. Cook recommended holding an inventory county each month and expressed that the accuracy of inventories should be within dollars.

Commissioner Doster explained Mr. George Wittmer provided the Board draft lease for a tentative \$2,000 a month, and that Mr. Wittmer will be doing up-fits. Chair Sayles explained that as of current, one of the units is empty with an elevated platform that the Point of Sale System will be located on. Chair Sayles also noted that the floor, walls, and trim will be repainted. It was noted that a door will be installed to connect to the two unit, one of which will be used as a warehouse and the other will be used for retail. Chair Sayles noted that there will be an office with a two way mirror so managers can watch the store while working. Commissioner Doster explained that another option discussed was to have an office in the warehouse side and install a monitor for management. Chair Sayles added that another discussion was to remove speed bumps in the parking lot and unload truck loads through the two front doors of warehouse.

It was noted that Store management and staff members had visited the location and provided their input.

Chair Sayles expressed that the location will be an improvement in terms of parking and safety conditions.

Mrs. Samarotto asked if the lease can be broken and questioned if a three year lease would be better. Board members discussed and Commissioner Doster expressed that some lower-costs are due to the lease being five years.

Ms. Cook asked if ABC Board Commission had to approve the Store location and it was answered yes. Board members discussed next steps, including the need to install a 3 x 3 sign that will indicate the future location of the Store and provide a contact number. Board members also concluded that a North Carolina ABC Commissioner representative would likely visit the location and review in the following days. It was noted that all paperwork should be submitted to the ABC Commission by February 23rd, and the next Commission meeting is in March and that the Commission can approve the location at that time.

Mrs. Samarotto asked how long it will take for the site to be ready, if approved by the Commission. Commissioner Doster answered that there is not much major work to be done, so the landlord may proceed with making changes soon.

Chair Sayles noted that the rest of the Board members can visit the location, if they would like.

Commissioner Doster recommended cleaning-up the proposed lease, voting on the lease at February Board meeting, and submitting information to the ABC Commissioner following the meeting. Commissioner Doster added that Board members should provide any required information to Chair Sayles as soon as possible.

Mrs. Lusk made a motion to approve the plan to vacate the current ABC Store location and move to two units located at the Memorial Highway strip center. Mrs. Samarotto seconded and all present members voted in favor.

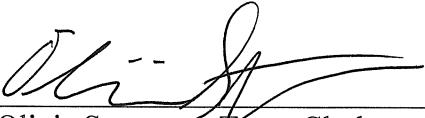
Commissioner Doster reviewed what items are required to be submitted to the Commissioner.

Chair Sayles discussed tentative plan to start the move on a Saturday, finishing the warehouse first, then working on shelves and retail on a Sunday. Chair Sayles noted that the Store can close another day or two if needed, but expressed that he is optimistic that moving can be completed during a weekend. It was noted that it may be beneficial to rent a U-Haul. Mrs. Lusk recommended examining details as soon as possible. Commissioner Doster mentioned a dumpster will likely be needed.

V. **ADJOURNMENT**

With no further business, Mrs. Lusk made a motion to adjourn the meeting. Mr. Samarotto seconded and all voted in favor. The meeting was adjourned at 12:24 p.m.

ATTEST



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair